



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>PURCHASING OFFICER III</b>	<b>39</b>	<b>B</b>	<b>7.304</b>
<b>PURCHASING OFFICER II</b>	<b>37</b>	<b>B</b>	<b>7.305</b>
<b>PURCHASING OFFICER I</b>	<b>35</b>	<b>B</b>	<b>7.302</b>

**SERIES CONCEPT**

Under general direction, Purchasing Officers develop, evaluate, monitor and mediate procurement of services contracts to ensure consistency, uniformity and cost-effectiveness in obtaining services for State agencies in accordance with applicable State and federal laws, regulations, agency policies and principles of sound fiscal management.

Interview user agency staff and administrators to obtain information concerning the type, scope, timelines and technical aspects of the services to be procured; develop project-specific definitions, geographic areas, projected changes in regulation or law, products and deliverables, and clearly defined expectations of the procuring agency.

Plan, organize and write requests for proposal for publication and distribution to potential vendors; establish timelines for solicitation; develop categories and weights of criteria upon which proposals are evaluated; recruit and train evaluation committee members regarding legal requirements, the evaluation criteria and process, and the expectations identified in the proposal.

Open proposals at the specified date, time and place; coordinate and participate in the evaluation of proposals for technical compliance and cost comparison; negotiate with finalists on deliverables, costs and other items to secure the highest quality of service and the best value for the State; request additional information and/or demonstrations as appropriate.

Coordinate negotiations between the user agency, the Attorney General's Office, Risk Management and the vendor; resolve issues concerning the terms and conditions, warranties, legal requirements, payment schedules, appeal processes for disputes, determination of when a process is complete and other issues which may arise; after the vendor is selected, write the contract for execution by the user agency.

Ensure potential vendors are treated fairly and equitably and the procurement of services for the State is conducted in accordance with all applicable laws, regulations, policies and administrative directives.

Communicate with user agency directors, administrators and senior staff, potential and selected vendors, risk management staff, deputy attorneys general and others to identify and resolve complex issues, negotiate contracts, and provide and obtain technical information.

Operate office machines including a personal computer to design and produce graphs, charts, spreadsheets, reports, requests for proposal and other documents related to the procurement of services process.

Perform related duties as assigned.

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## CLASS CONCEPTS

**Purchasing Officer III:** Under administrative direction, incumbents in this class perform the most difficult and complex procurement assignments; supervise a unit of Purchasing Officers; develop policy, operational processes and drafts of legislation in conjunction with the Purchasing Administrator; testify before legislative committees regarding complex procurement of services contracts; conduct Certification for State Contract Managers training programs.

**Purchasing Officer II:** Under general direction, incumbents consult with user agencies to develop, negotiate and award State and national contracts for services to ensure fairness, consistency, uniformity and efficiency in obtaining services to State agencies; manage contracts; conduct webinar instructional meetings and training for vendors and other states.

**Purchasing Officer I:** Under close supervision, incumbents learn to perform the duties described in the series concept in a training capacity. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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## MINIMUM QUALIFICATIONS

### **PURCHASING OFFICER III**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in a business-related field and four years of increasingly responsible professional experience which included the procurement of services for public sector agencies; developing requests for proposal; reviewing proposals for cost and product comparison; selecting vendors; and negotiating and preparing contracts; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** National Association of Purchasing Managers request for proposal contract negotiation guidelines or equivalent process; contract preparation and administration; public sector procurement; laws, regulations and legal requirements related to the procurement of services for government entities. **Working knowledge of:** State legislative processes. **Ability to:** oversee and participate in the procurement of services for the State; develop and administer major contracts for services; testify before legislative committees regarding the validity of specific procurements; draft legislation and provide expert testimony; develop policies, guidelines and regulations governing the procurement of services for the State; review and approve all requests for proposal and other work of subordinates; train, supervise and evaluate the performance of assigned personnel; conduct certification training and instructional meetings; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** State legislative processes; personnel administration; budget preparation. **Working knowledge of:** principles of supervision and training. **Ability to:** plan, organize and oversee the activities of subordinate personnel; critically evaluate the processes used to procure services for State agencies.

### **PURCHASING OFFICER II**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in a business-related field and three years of increasingly responsible experience in purchasing, grant-writing, project management or related professional field which required analysis of technical and complex information; preparation of comprehensive written documents; and contract preparation and oversight; **OR** an equivalent combination of education and experience.

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### **MINIMUM QUALIFICATIONS (cont'd)**

#### **PURCHASING OFFICER II** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** oral and written communication skills. **Working knowledge of:** public sector procurement; laws, regulations and legal requirements related to the procurement of services for government entities; reference manuals such as the National Association of Purchasing Managers request for proposal contract negotiation guidelines; contract preparation and oversight; criteria used to draft and evaluate proposals including cost, timelines, deliverables, quality and effectiveness for specific projects; contract issues such as preparation of an offer and completion of acceptance documents. **Ability to:** research and analyze technical information; understand complex procurement concepts and issues and develop clear, concise and comprehensive contract documents; communicate effectively to obtain technical information; assist user agencies in clearly identifying and specifying services and deliverables to be purchased; negotiate terms and conditions of major contracts; work cooperatively with user agency directors, administrators and senior staff, vendors and others to ensure that services for the State are procured fairly, consistently, uniformly and cost-effectively; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Purchasing Officer III.*)

#### **PURCHASING OFFICER I**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a business-related field and two years of professional experience in purchasing, grant-writing, project management or related field requiring analysis of technical information, preparation of written documents and contract administration; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** oral and written communication skills; computer equipment including word processing, database and spreadsheets. **General knowledge of:** public sector procurement processes including the formal request for proposal process; laws, regulations and legal requirements related to procurement; criteria used to draft and evaluate proposals; contract issues such as preparation of an offer and completion of acceptance documents. **Skill in:** making accurate mathematical computations. **Ability to:** establish and maintain effective working relationships with others; research and analyze information; understand complex concepts and issues; write technical materials using correct English grammar, punctuation, spelling and vocabulary; communicate effectively to elicit information and negotiate terms and conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Purchasing Officer II.*)

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.*

	<u>7.304</u>	<u>7.305</u>	<u>7.302</u>
ESTABLISHED:	11/19/97UC	11/19/97UC	9/17/02UC
REVISED:	9/17/02UC	9/17/02UC	
REVISED:	9/17/10PC	9/17/10PC	9/17/10PC